

25 YEAR RE-REVIEW

CCD

7 June 1948

Chief, SSCS

**Security Recommendations for the Washington Signal Center**

In order that the physical security standards of the Washington Signal Center may be on the same level as those required by the Army and Navy, the following recommendations are outlined:

1. Elimination of the Possibilities of being Viewed through the Windows. Observation of the interior of the Signal Center through the windows opening to the north and west should be protected by one of the following methods: (Windows 1 - 8, see diagram)

- a. By frosting the windows.
- b. By providing good venetian blinds with the requirement that they be adjusted to prevent possible observation from the street along the west end of Central or North Building or from the upper windows of the Brewery.
- c. By placing non-transparent screens on the inner side of the windows. These screens could be suspended in such a manner as to permit air ventilation.
- d. By providing curtains which would be down at all times.
- e. Any other practical method that would prevent observation through the windows.

2. Artificial Ventilation. Air conditioning units or window blowers should be provided for the rooms in the Signal Center. Any method of obstructing the view will likewise obstruct the ventilation, therefore, it will be necessary to provide a means of artificial ventilation.

3. Blackout Curtains. All windows should be provided with blackout curtains which could be closed at night. By doing this it would be possible to conceal the fact that a 24 hour activity is going on in that section of the building.

4. Iron Grille Partition and Door. An iron grille partition and door should be installed at the entrance of the Signal Center. (Position "A" in diagram) The guard would then be required to admit persons with Signal Center Passes and would have a better means of checking all persons seeking admittance.

5. Restricted Area Sign. A "Restricted Area" sign should be posted on the grille door with no mention being made as the activities within the area. All signs reading "Message Center" or "Signal Center" should be removed.

6. Visitors Log. A visitors log should be maintained by the guard. All visitors being admitted to the area should be required to sign the

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log which should contain the signature of the visitor, the time admitted, the time of departure, and the initials of the person authorizing the admittance.

7. Surveillance of visitors. All visitors to the Signal Center should be under close surveillance at all times. Visitors should be escorted to the section concerned. All signal center activities in that section will be stopped and all classified material covered or returned to its storage place during the time that a visitor is present. Anyone not having a Signal Center Pass will be considered a visitor. Exceptions would have to be made for the employees who are assigned to temporary duties in the Signal Center. These persons do not have Signal Center Passes.

8. Closed Doors. The double doors (position "B" in the diagram) should be closed at all times. Having these doors closed would tend to make the Signal Center more soundproof.

9. Reading Desk. With the double doors closed a desk with a desk light should be provided for the hall (position "C" in the diagram). This desk would be used for the transaction of business with visitors. This desk could be used by Branch personnel who frequently visit the Signal Center to read cables. Having this desk would eliminate, to some extent, the possibility of these persons having access to material which they are not directly concerned.

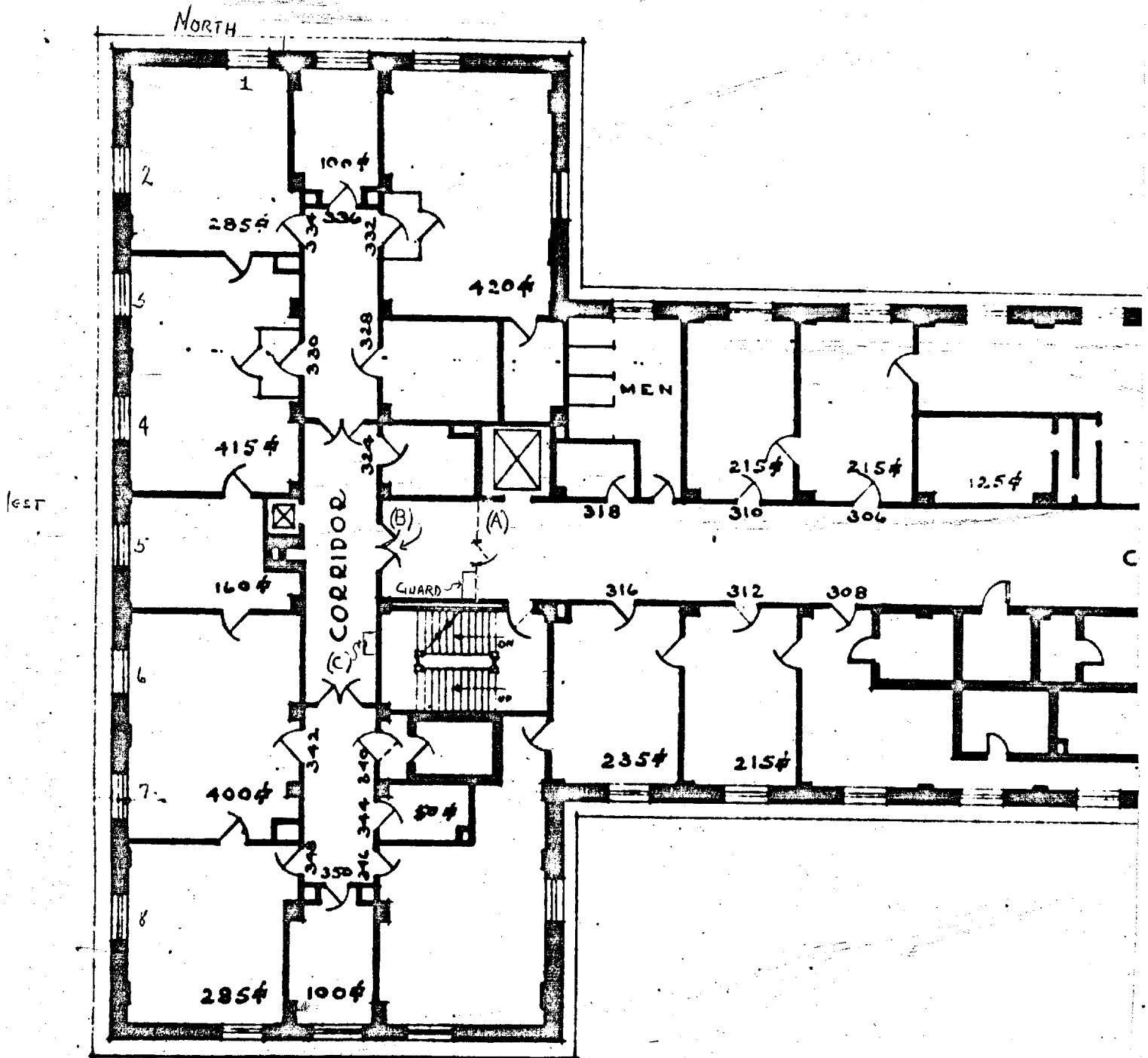
10. Emergency Evacuation and Destruction Plan. An emergency evacuation plan should be provided and posted in the Signal Center. This plan should include the duties and responsibilities of the persons on duty in case of emergency. Each person should familiarize himself with the plan. The Chief, Signal Center will draft this plan and coordinate with SSCS.

11. Mail Bags with Locks. Mail bags with locks should be provided for each safe in the Signal Center. In event of an evacuation from the Signal Center, as much vital material as possible could be removed. The most important material should be designated and individuals on each watch be assigned the responsibility of seeing that the material is placed in the bags, the bags locked and removed from the building in accordance with the Emergency Evacuation Plan.

Chief, SSCS

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